

EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400
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Committed to Equal Opportunity and Reasonable Accommodation



PLANT OPERATIONS TRAINEE

PLANT OPERATOR (SBP – Skill Based Pay)

The Water Department has a Plant Operator vacancy. The Plant Operations Trainee position is an entry-level flexible classification which can be used to under fill a Plant Operator (SBP) position. The person hired will be placed at either the trainee-level or the full-plant operator level based upon his/her qualifications. If the hire is made at the trainee-level, the expectation is that person will acquire the required knowledge, skills, and abilities to become a full Plant Operator (SBP) within a predetermined time based on his/her current qualifications.

OPENING DATE: Monday, December 6, 2004

CLOSING DATE: Subject to closing when the needs of the City are met. First review of applications will be **Monday, January 3, 2005** — position may close at that time.

Plant Operations Trainee: \$14.278 - \$19.271 (Hourly Range)

Plant Operator SBP: \$17.403 (Minimum Hourly Rate) Note that the maximum hourly rate is based upon the number of skill blocks attained. See attached Skill Based Pay Plan for more details about the compensation schedule. Positions in this class will learn and perform duties in other skill/trade areas, (skill blocks), including electrical work, mechanical work, reclamation plant operations and/or automated instrumentation and control work as designated by the hiring department. Employees are guaranteed the opportunity to earn certification in 3 skill blocks.

Both positions are currently FLSA Non-Exempt and are eligible for overtime compensation and/or compensatory time.

MINIMUM QUALIFICATIONS – Plant Operations Trainee: One year of full-time, professional plant or field experience in treatment, distribution, or maintenance for a water utility. Equivalent to completion of the twelfth grade. Possession of Grade I certification in water treatment or wastewater treatment issued by the State of Arizona *at the time of application*. Possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

MINIMUM QUALIFICATIONS – Plant Operator SBP: One year of full-time, professional field maintenance or plant experience in a utility *and* one year of full-time, professional experience performing plant operation duties in a water treatment facility. Equivalent to completion of the twelfth grade supplemented by specialized training in chemistry, biology, mathematics or a related field. Possession of, or ability to obtain within 6 months, a Grade III water or wastewater (as appropriate to the position's assignment) treatment certificate issued by the State of Arizona. Possession of, or ability to obtain, an appropriate valid Arizona driver's license.

ADDITIONAL REQUIREMENTS – Plant Operations Trainee and Plant Operator SBP: Successful completion of probationary period is contingent upon passing an FBI background investigation. Candidates given a conditional offer will receive a post offer / pre-employment physical. **Shift work is required.**

REPRESENTATIVE DUTIES – Plant Operations Trainee

Plant Operations

- Assist in monitoring plant functions by reading gauges, graphs, meters and control panels, and by performing and evaluating chemical tests; changing plant operations to adjust to changing processing needs, adjusting pumps, flow valves and feeder systems.
- Assist in making hourly rounds of the plant performing a variety of duties pertaining to water and/or wastewater treatment and plant maintenance; observing variations in operating conditions and monitoring plant functions by interpreting computer information (i.e. SCADA), meter, gauge, graph, and control panel readings and test results to determine processing requirements.
- Assist in collecting liquid samples and performing a variety of laboratory tests; documenting results and taking appropriate actions; entering data into a computer and compiling readings and test results into hourly, daily and monthly reports.
- Assist in operating valves, gates, pumps, motors and generators in controlling treatment processes.
- Assist in calculating flow rates and calibrating valves and feeder systems.

REPRESENTATIVE DUTIES – Plant Operator (SBP)

- Monitor plant functions by reading gauges, graphs, meters and control panels, and by performing and evaluating chemical tests; change plant operations to adjust to changing processing needs, adjust pumps, flow valves and feeder systems.
- Make hourly rounds of the plant performing a variety of duties pertaining to water and/or wastewater treatment and plant maintenance; observe variations in operating conditions and monitor plant functions by interpreting computer information (i.e. SCADA), meter, gauge, graph, and control panel readings and test results to determine processing requirements.
- Collect liquid samples and perform a variety of laboratory tests; document results and take appropriate actions; enter data into a computer and compile readings and test results into hourly, daily and monthly reports;
- May perform tests to assist in maintaining an on-site wastewater compliance and control laboratory; may calibrate and maintain some laboratory equipment including such things as pH, turbidity, or conductivity meters.
- Operate valves, gates, pumps, motors and generators in controlling treatment processes.
- Calculate flow rates and calibrate valves and feeder systems.
- Assist in the training other staff in plant operations as needed.
- Coordinate activities with water and/or wastewater testing and distribution personnel, and with Control Center personnel.
- Answer questions and provide information to the public; respond to and resolve complaints.
- May perform a variety of maintenance duties during plant shutdown; greased chains, shafts, sprockets, rails, pipes and bearings; wash and clean out basins and channels; paint and repair facility structures.
- Maintain and clean plant facility and grounds; prune shrubs and spray and remove weeds; perform routine repair duties as required.
- Inspect buildings, grounds, well sites, pump stations and equipment for conformance to safety standards and security requirements.
- Record failures of and problems with equipment and write repair work orders.
- Drain, inspect and clean plant structures.
- Respond to and inform supervisors and co-workers of present and potential problems and hazards.

SELECTION CRITERIA

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

RECRUITMENT CODE: 1694

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